

## **TAP Implementation Committee on Professional Development –DRAFT Charter**

**Project Name: TAP Implementation Committee on Professional Development**

**Sponsor:** Workforce Training and Education Coordinating Board (Workforce Board)

**Project Leader: Marty Brown, SBCTC; Kathy DiJulio, WWA**

### **MISSION STATEMENT**

*The Professional Development Committee will identify the professional development needs of the workforce system staff, emphasizing best practices and evidence based practices, in order to equip them in supporting the goals and strategies of the TAP and WIOA plans, with a focus on using the existing resources within the workforce system to increase skills and knowledge that result in stronger partnerships and linkages for the benefit of our joint customers.*

### **BACKGROUND**

The Workforce Board was named by the Governor as Washington’s State Workforce Development Board under the Workforce Innovation and Opportunity Act of 2014 (WIOA). The Workforce Board’s role is to provide policy recommendations and coordination among the Workforce system’s 17 partners (20 plus programs and funding streams), evaluate system effectiveness, and to advocate for policy improvements on behalf of the system. The Workforce Board is responsible for convening system partners to fully implement the state’s strategic workforce development plan, Talent and Prosperity for All (TAP) within its four strategic priority areas: enhanced business engagement, access and barrier removal, performance accountability, and integrated service delivery. The Board established six implementation committees to bring the voices of the system’s multiple stakeholders and partners together to ensure attainment of TAP’s goals.

During the TAP planning process, the need for a group to coordinate the workforce system’s professional development strategy and plan became apparent. A task force was charged by the TAP Steering Committee to review online trainings currently used in the system and identify desired elements of a professional development plan for managerial and front-line staff. Following the completion and adoption of the TAP plan, the Board recognized the ongoing need for professional development and charged a committee for that specific purpose.

The Professional Development TAP Committee recognizes the importance of developing the system’s ability to partner and collaborate at the most effective level as an important outcome of future professional development activities.

### **Strategic Link with TAP**

Widespread professional development on TAP’s goals and four strategic priority areas—integrated service delivery, accessibility for all, business engagement, and performance accountability—will be essential to seizing WIOA’s transformational mandate.

### **TAP Goals Tied to Strategic Priority**

The Business Engagement chapter of TAP contains one goal explicitly tied to professional development:

Train at least 30 percent of the workforce system's staff on the implementation of sector partnerships. **SCOPE OF COMMITTEE WORK**

The TAP Implementation Committee on Professional Development will work with system stakeholders to integrate existing professional development strategies that they currently have and will add to them as needed to support the implementation of TAP's goals.

The Professional Development Task Force in the TAP planning process recommended the following considerations for any adopted professional development strategies, for both "management" and "front-line" level staff throughout the workforce system:

<p style="text-align: center;"><b><u>Key Elements for ALL Professional Development Training</u></b></p> <ul style="list-style-type: none"><li>• Designed to help more people obtain training and find and keep jobs that lead to economic self-sufficiency, with a focus on disadvantaged populations</li><li>• Leads to closing skill gaps for employers, with a focus on in-demand industry sectors</li><li>• Provides an understanding of the state's workforce system, WIOA and TAP</li><li>• Develops an understanding of career paths for clients</li><li>• Is accessible and flexible</li><li>• Is face-to-face and/or on-line/web-based</li><li>• Uses on the job training, train the trainer and other means</li><li>• May be a replication of local successes and promising practices and evidence based practices</li><li>• Is aligned with the four state TAP goals: integrated service delivery, accessibility for all, business engagement, and performance accountability</li><li>• Sustainable within and throughout programs and program budgets</li></ul>	
<p><b><u>Outcomes for Professional Development Designed for Management-Level Staff</u></b></p> <ul style="list-style-type: none"><li>• Clear understanding of the state's workforce system, WIOA and TAP requirements and four strategic goals and the impact on the core programs;</li><li>• Understanding of how to build effective partnerships between and among all core programs;</li><li>• Clear understanding of outcomes and accountability for all core programs.</li></ul> <p><b>(KEY QUESTIONS: HOW DO WE MEASURE "CLEAR UNDERSTANDING OR UNDERSTANDING"? DO WE HAVE ON LINE "TESTS" OR ASSESSMENTS OR DO WE ADOPT NATIONAL CERTIFICATES?)</b></p>	<p><b><u>Outcomes for Professional Development Designed for Front-line, One Stops and Partnering Agency Staff</u></b></p> <ul style="list-style-type: none"><li>• Understanding of the state's workforce system, WIOA and TAP requirements and the impact on the core programs</li><li>• Increase the system's ability to help people get training, find jobs and move up.</li><li>• Lead to specific skill sets or credentials</li></ul> <p><b>(KEY QUESTIONS: HOW DO WE MEASURE "CLEAR UNDERSTANDING OR UNDERSTANDING"? DO WE HAVE ON LINE "TESTS" OR ASSESSMENTS OR DO WE ADOPT NATIONAL CERTIFICATES? HOW DO WE IDENTIFY STAFF NEEDING THE TRAINING?)</b></p>

The elements and outcomes above were proposed by the Steering Committee’s task force on professional development and will inform this committee’s work. The committee will rely on the expertise of partners from across the workforce system to produce a professional development strategy that is useful for the entire system.

## **SCHEDULE**

<b>MILESTONE</b>	<b>START DATE</b>	<b>FINISH DATE</b>
Convene Committee for first meetings	September 2016	October 2016
Develop possible introduction/presentation for statewide TAP implementation convening	December 2016	June 2017

## **OUTCOMES AND MEASURES**

<b>OUTCOMES</b>	<b>MEASURES OF SUCCESS</b>
Committee Charter adopted by Committee and approved by Workforce Board	<ul style="list-style-type: none"> <li>• Membership signs agreement to support charter</li> </ul>
Desired Outcomes for Professional Development for Management-Level Staff	<ul style="list-style-type: none"> <li>• Clear understanding of the state’s workforce system, WIOA and TAP requirements and the impact on the core programs;</li> <li>• Understanding of how to build effective partnerships between and among all core programs;</li> <li>• Clear understanding of outcomes and accountability for all core programs.</li> </ul>
Desired Outcomes for Professional Development for Front-line, One-Stops and Partnering Agency Staff	<ul style="list-style-type: none"> <li>• Increase the system’s ability to help people get training, find jobs and move up.</li> <li>• Lead to specific skill sets or credentials</li> </ul>

## **COMMITTEE MEMBERSHIP ROLES AND RESPONSIBILITIES**

<b>ROLE</b>	<b>RESPONSIBILITY/AUTHORITY</b>
<b>Co-Chairs</b>	<ul style="list-style-type: none"> <li>• Facilitate committee meetings.</li> <li>• Work with staff to create agendas and work plans.</li> <li>• Represent committee activities and draft recommendations to the Workforce Board.</li> <li>• Facilitate strategies for committee recommendations to community partners and stakeholders.</li> </ul>

	<ul style="list-style-type: none"> <li>Create and assign leadership for needed taskforce.</li> </ul>
<b>Committee Staff</b> <ul style="list-style-type: none"> <li>Part of executive team</li> </ul>	<ul style="list-style-type: none"> <li>Assist Co-Chairs in developing agenda.</li> <li>Assist in facilitating meetings, as requested.</li> <li>Develop and provide support materials, as appropriate.</li> <li>Speak on behalf of committee, with approval by co-chairs</li> </ul>
<b>Membership</b> <ul style="list-style-type: none"> <li>Meetings and topic discussions are open to all who want to attend.</li> <li>Stakeholder participation is valued and encouraged.</li> </ul>	<ul style="list-style-type: none"> <li>Represent WIOA operating or partner agency interests, or the interests of other system stakeholders.</li> <li>Provide subject matter expertise, as needed.</li> <li>Present committee recommendations to decision makers for resource or operational approval.</li> <li>Participate in committee meetings, taskforce and committee work plan activities.</li> <li>Actively participate in meeting discussions and activities.</li> <li>Participate in assigned taskforce and subcommittees.</li> <li>Represent constituency issues.</li> <li>Communicate committee work to stakeholders for input and feedback.</li> </ul>

## CONSTRAINTS AND DEPENDENCIES

Work must be coordinated with the other five state Implementation Committees to ensure consistency and continuity in approach. Work must be in accordance with local strategic plans and the state TAP Plan.

## COMMITTEE MEMBERSHIP

### Executive Lead:

- Marty Brown, Executive Director, State Board for Community and Technical Colleges
- Kathy di Julio, Executive Director, Washington Workforce Association

### Staff Support:

- Patrick Woods, Operations Director, Workforce Training and Education Coordinating Board

### Administrative Support:

- Rebecca Reule

#### **Committee Members/Subject Matter Experts**

- Kathy di Julio, Washington Workforce Association
- Marty Brown, SBCTC
- Eric Wolf, Workforce Training and Education Coordinating Board
- Amy Anderson or AWB designee
- Jeanne Bennett, Workforce Southwest Washington WDC
- Marie Bruin, Employment Security Department
- Louisa Erickson, DSHS – Economic Services Administration
- Dot Fallihee, Seattle-King County WDC
- Cheryl Fambles, Pacific Mountain WDC
- Kathy Goebel, SBCTC – Workforce Education
- Caitlyn Jekel, Washington State Labor Council
- Dawn Karber, Spokane Area WDC
- Michael MacKillop, Department of Services for the Blind
- Jennie Weber, Employment Security Department
- Cindy Wilson, SBCTC – BEdA
- Esther Bennett, DSHS
- Jessica Cato, WDC Spokane+
- Molly Onkka, Department of Commerce
- Tami Gillespie, ESD

#### **GOVERNANCE AND GUIDING PRINCIPLES**

##### **Core Governance Principles:**

1. Co-Chairs facilitate discussion and may ask for motions.
2. All individuals attending meetings are encouraged to participate in discussions.
3. Simple “Roberts Rules” used for motions, and votes.
4. Meetings should model accessibility.

#### **IMMEDIATE OUTCOMES:**

- **DEVELOP SEPARATE “CLIFF NOTES” ON THE STATE’S WORKFORCE SYSTEM, WIOA LAW AND THE TAP PLAN INCLUDING INFORMATION ON “WHO ARE THE PARTNERS AND WHAT DO THEY DO? (DISAPPEARING TASK FORCES ESTABLISHED – 10/19)**
- **SURVEY AGENCIES AND WDC’S ON TRAINING NEEDS**
- **DETERMINE FEASIBILITY OF METHODS FOR TRAINING**